



Let us help you manage your benefits cost and risk.

Data Clean-up

Bartlett O'Neill Consulting, Inc. believes that the primary objective of a data clean-up engagement is to ensure complete, correct and user-accessible employee benefits data that will enable a company to streamline its employee benefits administration efforts. We always recommend that our clients conduct data clean-up engagements simultaneously with administration system implementations (for in source solutions) and vendor conversions (for outsource solutions). That way, the data does not become the roadblock to recognizing the timely results of the development efforts. In instances where legacy administration systems do not allow for the complexities required by the client's plans, modern technology enables us to create interim solution databases to solve the problem. With this approach, a company is never faced with a situation where updated processes and systems are crippled by un-addressed data issues. Though every employer's employee benefits plans, processes and procedures are unique, Bartlett O'Neill Consulting, Inc. has developed a methodology that provides consistently high results in improving our clients' data integrity.

Our Approach

DISCOVERY

- ❖ Assess current benefit administration environment
- ❖ Identify plan-defined data requirements
- ❖ Analyze data availability, data storage and system architecture

DATA ANALYSIS

- ❖ Extract and normalize data
- ❖ Design, develop and execute data queries
- ❖ Design, develop and populate data query results matrix
- ❖ Research suspect employee data query output

DATA UPDATES

- ❖ Develop, test and execute automated utilities
- ❖ Create data update mechanism and/or database
- ❖ Populate data update mechanism and/or database with corrected or missing data
- ❖ Develop, execute and validate data audit reports
- ❖ Execute and validate data updates in test environment
- ❖ Execute and validate data updates in production environment

FINAL DOCUMENTATION & RECOMMENDATIONS

- ❖ Assemble final deliverable
- ❖ Create scope documents
- ❖ Recommend process and system reengineering requirements



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Data Clean-up Output

- ❖ Source data corrected
- ❖ Missing data captured
- ❖ Current system logic deficiencies corrected
- ❖ Benefit administration process reengineered
- ❖ Data flow optimization
- ❖ Detailed documentation of all changes
- ❖ Ability for benefit administrators to focus on core business initiatives
- ❖ Streamlined benefit administration